	Title: Encounter Forms (Standard ADA Claim Form)	Version: 2
	Owner: Melissa Mitchell (Director of Production)	Approved: 03/22/2018

Purpose: To establish Dental Care Organization’s (DCO’s) policy on format, information requirements and timelines for encounter data submission.

Responsibility: Quality Improvement (QI)/Utilization Review (UR) Committee

Scope: Advantage Dental Services, LLC


Definitions: n/a

Forms: n/a

References: 42 CFR 438.242; OAR 410-141-3320

Policy:

1. The Director of Production has the overall responsibility for encounter form data management.
2. Dental encounter forms shall be recorded on the most current American Dental Association (ADA) Claim Form.
3. Providers shall submit encounter forms to the DCO preferably within 30 days of the date of service (but not to exceed 90 days) to facilitate collection of encounter data and effective utilization management.
4. The provider will submit encounter forms for all services provided to DCO enrollees, including those with other insurance coverage.
5. At least the following encounter data shall be completed by the provider:
 - A. Enrollee’s name
 - B. Enrollee’s address
 - C. Enrollee’s Social Security Number
 - D. Enrollee’s Date of Birth
 - E. Enrollee’s OHP ID number
 - F. Date(s) of Service
 - G. Place of Service Code
 - H. Procedure Code (ADA Code)
 - I. Tooth Numbers

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- J. Specific Surface Codes
 - K. Billed Charges
 - L. Provider's Name
 - M. Provider's Tax ID Number (TIN)
 - N. Provider's Address
 - O. Provider's License
 - P. Provider's National Provider Identifier (NPI)
6. The DCO office will stamp the date received on the encounter forms.
 7. Utilization review will begin when the encounter forms are submitted.
 8. Encounter forms shall be screened to verify:
 - A. Completeness of information
 - B. Current ADA code for service
 - C. Correct Enrollee OHP ID number

Approvals:

Date: 03/22/2018

Approved by:

Lorena Reinhart (Executive Assistant), Executive Assistant, Operations

Reviewed and Revised

06/14/2012	Jeanne Dysert	Tamara Kessler	Missy Mitchell	
05/02/2014	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio
02/23/2015	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Laura Donadio
02/23/2016	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Jeff Dover
02/14/2017	Jeanne Dysert	Tamara Kessler	Missy Mitchell	
03/17/2017	QI/UR Committee			
03/12/2018	Jeanne Dysert	Tamara Kessler	Missy Mitchell	Rose Novak